

ARMY PUBLIC SCHOOL BOLARUM
APPLICATION FORM FOR ADM STAFF

Passport
size
Photograph

1	Post Applied for	
2	Name (with rank)	
3	Gender	
4	Son/Daughter/Wife of	
5	Date of Birth (Age as on 01 Apr 2021)	
6	Educational Qualifications	
7	Computer Knowledge	
8	Language Known	Read Write Speak
9	Experience	
10	Marital Status	
11	Address with Tele No Tele : _____ Mobile : _____ Email _____	

Note :- Hard copy of application form along with Xerox copies of educational qualifications and experience certificate to be sent by post / by hand to the Principal, Army Public School Bolaram, JJ Nagar Post, Secunderabad 500087 by 16 Jan 2021 . No application will be accepted via – e-mail.

Date :

Signature of Applicant

ANTICIPATED VACANCIES ADMINISTRATIVE STAFF
ARMY PUBLIC SCHOOL BOLARUM SECUNDERABAD 500087

INVITES APPLICATION FOR :-

1. **UDC (ESM)** - B.Com or fifteen years of service as a clerk(for Ex servicemen). Computer Literate (MS Office, Tally etc.)Computer Savy (12000 key depression per hour). Knowledge of relevant software applications used by Schools. 5 years experience as a clerk or an accounts clerk in reputed organization; preferably a school.
2. **IT Supervisor**: __Advance Diploma or Diploma in computing & Hardware with knowledge in Networking and LAN Administration, Operating Systems and RDBMS with programming, Proficiency in language.
3. **LDC**:- Graduate of ten years of service as a clerk (for Ex servicemen). Computer literate. Basic knowledge of accounting. Knowledge of Computer MS Word (Speed 12000 key depression per hour).
4. **Receptionist** : Good Communication skill. Graduate of ten years of service as clerk (for ex servicemen). Computer literate. Knowledge of Computer MS Word (Speed 12000 key depression per hour).
5. **Science Lab Attendant** :- 10 +2 with Science, Computer knowledge – Internet, email, MS Word, Excel, Power point, Age below 35 years.
6. **Computer Lab Technician** :- Minimum 10 +2 with one year diploma in Computer Science and knowledge of Hardware. Peripheral and Networking.
7. **Para- Medics** .:- 10+2 and diploma in nursing with minimum five years experience. Female Paramedics should be given preference.
8. **Driver**:- Preferably matriculate or 10 years service for Ex- servicemen.

Application form is available in School website www.apsbolarum.edu.in. **Hard copy of application form along with Xerox copies of educational qualifications and experience certificate to be sent by post / by hand to The Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 by 16 Jan 2021 . No application will be accepted via – e- mail.**

Sd/- xxxxx
Principal